6 January 1956

MEMORANDUM FOR: Assistant Director for Central Reference

SUBJECT: Recommendation (B) of Survey by the Inspector General of Foreign Documents Division (concerning the publication by FDD and OCR of Reference Aids and Research Aids)

1. Although the recommendations of subject survey have not yet been approved by the Director, I am forwarding pertinent excerpts from the Survey (Tab A) and our comments thereon (Tab B) for your information and consideration.

2. I shall notify you immediately upon receipt of the Director's approval or comments. With regard to these recommendations, the Survey also indicated (page 4) that . . . "we would suggest withholding implementation until we check those in our survey of OCR in early 1956: . . ." In the interim, I should be glad to discuss possible courses of action to implement the recommendations, if they are confirmed.

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SIGNED:

Assistant Director for Operations   25X1A

Enclosures
  Tab A
  Tab B
LDD:cem
Distribution
  Orig & 1 - Addressee
         1 - IG
         1 - FDD
         2 - 00

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TAB A

Extract from:
Memorandum for Director of Central Intelligence
from Inspector General dated 19 November 1955,
Subject: Survey of the Foreign Documents Division,
Office of Operations.

(Page 40)   "d.   The Reference Aid has no place in the publications of
the Division. It is, in fact, a 'catch all' and usually enumerative
in character. This publication was originally begun as a device
whereby the intelligence community could get the benefit of the
by-products of the exploitation program. In consequence, FDD

(Page 41) linguists began to publish the contents of their working files
in the form of bibliographies (generally not annotated), glossaries,
and abbreviations. This is a reference or library function and
impinges on the responsibilities of the OCR library and reference
service.

"e.   The justification for publishing Reference Aids as
stated by FDD personnel is based on unique language qualifications.
Since OCR does not have in its own office such language competence,
it has defaulted to FDD. ████████████████████

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Library Reference Branch have never been arbitrarily limited by
language. Reference librarians are expected to deal with any and
all languages and to resort to translators in CIA or in the
Library of Congress or elsewhere, when the subject exceeds OCR
linguistic competence.

"f.   Examples of Reference Aids produced by FDD which should
have been published by OCR are: Index of Two Chinese Communist
Newspapers; Tables of Contents of Chinese Communist Periodicals;
Glossary of Railroad Terms and Abbreviations as used by the German
Reichsbahn; and Alphabetical List of Rumanian Abbreviations. Also,
in a quarterly review published as a Summary, FDD has disseminated
a 'Review of Chinese Communist Scientific and Technical Periodicals.'
This is principally a reference document and should be published by
OCR. Two other Summaries fall in the same category: Serial
Publications of Turkey and Serial Publications and Publishing
Enterprises of Yugoslavia.

"g.   A similar series in fact is published by OCR called
incorrectly Research Aid. Examples of these are: Selected Reference
Aids to Cyrillic Alphabet Material; Selected References on Chinese
Material Located in the CIA Library; Abbreviations of Intelligence
Interest; Newspapers of Latin America--An Annotated Survey;
Annotated Accessions List of Seventy-two Abstracts in Soviet

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Technical Literature; and The Collections and Indexes of the German Military Documents Section. These are in reality Reference Aids and should be so named.

"h.   In order to correct the confusion existing between FDD and OCR the following is:
Recommended: (1) the Reference Aid series should be immediately discontinued in FDD and the manpower used in the preparation of this publication be more properly assigned to foreign language translation and exploitation; (2) the name Research Aid in OCR should be dropped and the title Reference Aid be adopted; (3) responsibility for meeting the Agency's and IAC's requirements for reference material belongs to OCR and when projects require outside language assistance, that Office should obtain it from FDD or elsewhere and publish the results as a Reference Aid, giving proper credit where appropriate."

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TAB B

Extract from:
Memorandum to Director of Central Intelligence from
Assistant Director for Operations dated 23 Dec 1955,
Subject: Survey of the Foreign Documents Division
by the Inspector General

"2.   I concur in recommendations A, B, C, and D. These recommen-
dations can easily be implemented in part, but full implementation
would require the additional manpower (T/O and ceiling) indicated in
recommendation II A6. I will confer with the Assistant Director for
Central Records in regard to implementation of recommendation B, and
with the Assistant Director for Scientific Intelligence in regard to
implementation of recommendation C."